# FAQ

### WHAT IS REQUIRED TO SECURE THE SPACE ON MY DATE, AND WHAT IS THE PAYMENT SCHEDULE?

A courtesy hold will be placed on your preferred available date for up to 15 business days. A signed room rental agreement and 25% deposit is required to secure your booking. The remaining 75% is due 7 business days prior to your event date along with the guaranteed guest count. Food and beverage fees are due at this time as well. Incidental charges will be billed for after the event and are required to be paid in full up to 30 days after your event.

### WHAT TIME CAN MY EVENT START?

Let's discuss! Additional hours may incur additional room rental fees.

### MY PARTY HAS TO END AT MIDNIGHT? WE'RE NOT DONE PARTYING!

We invite you to move the party downstairs to our Crafthouse & Kitchen on the 1st floor and open a tab. We'll be slinging drinks until bar time!

### WHAT DISCOUNTS CAN YOU OFFER NON-PROFIT ORGANIZATIONS?

With proof of 501c3 status, we can offer a discount on the room rental based on availability.

### HOW DOES PARKING WORK?

There are street parking spaces available and parking structures nearby. Please note we are a short distance away from several downtown Milwaukee hotels. We encourage your guests to walk, take a short and affordable cab/Lyft/Uber ride, arrange for a shuttle service, or take The Hop!

### DO I HAVE TO USE YOUR IN-HOUSE CATERING?

- Bar Service - Yes.
- Food Service - We prefer you use our in-house service but if outside catering is better suited to your needs there will be a fee of 20% of total food costs. The caterer must be approved by and work directly with the Events Manager on logistics and parameters.
- Dessert service or late night snacks - We are a little more flexible, let's discuss!

### WHAT ARE THE NEXT STEPS?

Let's plan the details! If you need recommendations on vendors, we are happy to suggest reputable local vendors.

Curious about our food and beverage options? We invite you in for a complimentary tasting, up to 4-6 guests. Please ask our Events Manager for availability and guidelines.